

# **BRIDGE STAFFING PLAN**

## **The Presbytery of St. Augustine**

**Introduction:** On November 16, 2016, the Presbytery Council (the “Council”) approved this Bridge Staffing Plan for the period that ends with the implementation of the Proposed New Structure (the “Bridge Period”). The Council then delegated to the new Council Staff Supervision Team (consulting with the Administration and Finance Committee) the responsibility of working with the Personnel Committee to seek the five individuals described in the Plan (on terms acceptable to the team) on a temporary basis until the end of the Bridge Period.

### **Goals for the Bridge Staffing Plan:**

- **Limit changes** to what is required to bridge effectively from the current structure to the proposed new structure (the “New Structure”).
- **Move Toward New Structure:** Assure that required changes move toward, not away from, the New Structure.
- **Test Proposed and Developing Plans for the New Structure:** We are introducing key portions of the New Structure during the Bridge Period to test alternative ways to implement the proposals.
- **Maintain Control:** Assure intense involvement of the Council in overseeing staff during the Bridge Period to assure that key functions continue to be performed in an effective manner.
- **Change in Presbytery Office Hours:** The Presbytery office currently is open four days a week. This will change to five days per week as we start the Bridge Period.

### **Staffing Overview:**

- A. **Council Staff Supervision Team (New):** The Team (composed of three council members and one additional Teaching or Ruling Elder who will meet weekly by conference call with the Stated Clerk and individually with the Area Relationship Coordinators to supervise and direct their activities.
- B. **Stated Clerk:** Will continue to do the Stated Clerk’s job as currently defined except that she will cede certain communications-related responsibilities to the Communications Coordinator and will assume several activities previously handled by the Transitional Executive Presbyter.
- C. **Area Relationship Coordinators (New):** Four part-time Teaching Elders who are members of the Presbytery of St. Augustine and who will be the primary link to Presbytery members and congregations. While they will eventually work for the Relationship Coordination Director in the New Structure, they will report to the Council Staff Supervision Team during the Bridge Period.

- D. **Communications Coordinator (New):** Will assume primary responsibility for routine email communications and website maintenance, and will be the voice of the Presbytery answering the phone at the Presbytery office - reporting to the Stated Clerk during the Bridge Period.
- E. **Financial Secretary:** Will continue duties as currently defined, but will report jointly to the chair of Administration and Finance Committee and the Treasurer (effectively what she currently does functionally).

Each position is described in further detail below.

#### A. **Council Staff Supervision Team (New):**

- **Four Team Members:** Three Council members (the current Presbytery Moderator, the Moderator Elect, and the Moderator in Nomination) plus one experienced leader (Teaching or Ruling Elder) who is not on the Council. These individuals will be Ralph Moulder, Jeff Welch, Mary Mickel, and Edd Norris through the 2017 Fall Stated Presbytery Meeting.
- **Supervising:** In the New Structure, this team will supervise the activities of the Stated Clerk and the Relationship Coordination Director. However, there will be no Relationship Coordination Director during the Bridge Period, so this team will fulfill the Director's role to supervise the Area Relationship Coordinators.
- During the Bridge Period the Council Staff Supervision Team will work with the Personnel Committee to define the job definitions of the Stated Clerk, the Relationship Coordination Director and the Area Relationship Coordinators. The Bridge Period will be a "Beta Test" of this new part of the New Structure – experimenting and optimizing these roles.
  - The team will also participate with the Personnel Committee and with input from the Administration and Finance Committee in the hiring of the Relationship Coordination Director, Area Relationship Coordinators, and the Communications Coordinator approved in the final plan.
  - Each of the four Team members will have primary responsibility for mentoring and supervising one of the Area Relationship Directors.
- The Team will meet weekly by conference call with the Stated Clerk, and individual team members will meet weekly with their assigned Area Relationship Coordinator. Other meetings will be scheduled on an as-needed basis.

B. **Stated Clerk:** The Stated Clerk will continue to do the Stated Clerk's job as currently defined with two exceptions:

- **Communications Supervision:**
  - The Stated Clerk has been the Communications Coordinator for the Presbytery and knows the current requirements of the position intimately; therefore, the Stated Clerk will supervise and train a new hire for this job during the Bridge Period.
  - The Stated Clerk will review communications generated by the Communications Coordinator where appropriate.
- **Selected New Responsibilities:**
  - During the Bridge Period, the roles performed by the Transitional Executive Presbyter will be handled by the Council Staff Supervision Team, the Area Relationship Coordinators and the Stated Clerk.
  - Those new responsibilities handled by the Stated Clerk include representing the Presbytery with governing church councils and ecclesiastical/inter-faith bodies, attending other events traditionally attended by Executive Presbyters, and being a primary resource to the Committee on Ministry in matters such as obtaining and giving reference checks and other ecclesiastically related functions. This may not be a complete list.
  - Some of the Stated Clerk's time will be freed up by the addition of the Communications Coordinator, but still more time may be needed. To account for the anticipated need for more time, the Stated Clerk position will be increased from 15 to 25 hours per week during the Bridge Period.

The duties and time required for the Stated Clerk position will be re-evaluated as required during the Bridge Period.

### C. **Area Relationship Coordinators (New):**

- **Roles** - These individuals will be the primary link between the Presbytery and our Presbytery members (including commissioned ruling elders) and congregations with several specific roles - to:
  - Organize gatherings and collaborations among Presbytery members and congregations in the ways they want.
  - Be present with Presbytery members and congregations (in person, by email and by phone) and listen to them – hearing their suggestions, issues and hopes and assuring that Presbytery leaders know what they think and take action as necessary.
  - Assist when Presbytery members are in crisis – counseling and connecting them to resources.

- **Teaching Elders:** Teaching Elders with appropriate skills and experience will be considered for these positions.
- **Four:** We believe that five or six Coordinators may be required in the New Structure, but we will hire only four during the Bridge Period because their role will be mainly reactive during this period and will shift to a more proactive role in the New Structure.
- **Part-time:** They will be expected to work an average of eight hours a week.
- **Reporting to:** During the Bridge Period they will report to the Council Staff Supervision Team.

#### D. **Communications Coordinator (New):**

- **Role** – This person will:
  - Handle routine and regularly scheduled email communications, including the newsletter, notices of appointments, deaths and Presbytery events.
  - Publish communications for the Stated Clerk.
  - Maintain Presbytery records, data and files, and handle standard correspondence.
  - Maintain the Presbytery website and other social media accounts.
  - Maintain the Presbytery directory and other significant lists and directories.
  - Be the voice of the Presbytery answering the phone at the Presbytery office.
- **Qualifications:** This person must operate at a professional level with demonstrated skills in writing, website maintenance, social media and general communications. This position requires skills beyond those of a clerical worker or “administrative assistant”; however, this person is not expected to have skills in design (logos, layouts, special graphics), communications strategy, or campaign/program management.
- **Part Time:** This person will be expected to work in the Presbytery office each weekday. The exact job hours will be determined by the Council Staff Supervision Team, but will not exceed 75% of a full time equivalent (FTE).
- **Report to:** This person will report to and be trained by the Stated Clerk during the Bridge Period.

#### E. **Financial Secretary:**

- **Role:** The Financial Secretary’s duties will remain as defined in the current job description during the Bridge Period.
- **Report to:** During the Bridge Period the Financial Secretary will report jointly to the chair of Administration and Finance Committee and the Treasurer.

**Note:** All searches to fill positions beyond the “Bridge Period” will be performed with an open strategy giving careful attention to the full inclusion of persons of all racial and ethnic groups in the process. Some positions may require a familiarity with Presbyterian polity and practice as a minimum requirement for consideration.